Position Title: Internal Auditor 2

Location/Affiliate: 55 N. Main St, Warsaw

Reports To (Title): Audit Supervisor

Purpose: The Internal Auditor 2 is responsible for conducting and reporting on scheduled audits, Sarbanes–Oxley Section (SOX) 404 key control testing, investigations and departmental projects. Assignments range throughout varying areas of the Company, including audits technical in nature, highly regulated (consumer compliance), or of non-bank subsidiaries. The Internal Auditor 2 acts as a mentor to others within audit areas of proficiency. The Internal Auditor 2 is responsible to fulfill professional and organization responsibilities as outlined in the Internal Audit Department Manual, including the Standards for the Professional Practice of Internal Auditing and Code of Ethics, as well as the Internal Audit Program Charter.

Scope and Direction
Area of Responsibility: Internal Audit

Degree of Supervision Received (Minimal, Moderate or Extensive): Minimal

From (Title): Audit Supervisor

Degree of Supervision Given (None, Minimal, Moderate or Extensive): None

To (Title(s)): N/A

Essential Functions: The major duties of the job that constitute the fundamental tasks and/or responsibilities of the position. Employees must be able to perform the essential functions of the position with or without reasonable accommodations.

1. By developing system queries of data, utilizing and interpreting various audit, accounting and regulatory compliance reference materials and resources, and reviewing prior audit issues, develops the scope of assigned internal audits and SOX 404 testing, selects and develops appropriate audit procedures for the work programs to achieve audit objectives within hours budgeted. Discusses and reviews work programs with department supervisory staff and/or others assigned to the audit prior to commencing test work in order to maintain consistent, effective audit coverage. Recommends changes and improvements to established work programs and audit testing approaches as appropriate.

2. Ensures responsible members of management have been made aware of and understand the audit objectives and assignment. Promotes dialogue and input from auditees with respect to the audit area, associated risks and areas of focus.

3. Evaluates the design and operating effectiveness of the system of internal controls, adherence to established policies and procedures, and regulatory guidance and conducts test work as outlined in the audit work program. Utilizes judgment as to expansion of scope, further test work needed based on trends or exceptions identified. Prepares work paper documentation via software applications to support test work performed and conclusions reached. Explains, clarifies or corrects documentation to clear any review notes generated by the department supervisory staff or audit lead personnel's review of the work papers, conclusions and recommendations.
4. Discusses irregularities, exceptions, and deficiencies discovered during the audit with the area’s supervisory personnel. Utilizes judgment and experience to assess the associated risk of the issues as to impact on conclusions, SOX 404 deficiency classification and overall audit opinion.

5. Provides information and supporting documentation for all issues uncovered as a result of the audit to prepare the preliminary exit sheets, which detail the level of risk, and proposed solutions to correct the existing issue and to prevent future occurrences. Leads exit meetings with management and other Internal Audit department supervisory staff to discuss proposed recommendations to come to agreeable solutions. Prepares written audit reports to summarize the audit scope, control findings, recommendations and management commitments.

6. Adds outstanding issues / deficiencies to departmental tracking databases and spreadsheets and reviews and evaluates evidence as obtained from management to clear. Performs follow up testing as determined to be necessary.

7. Develops and performs audits of technical nature, information technology, highly regulated, non-bank areas or of new products or systems as assigned. Performs research and interprets the area’s regulatory or operational requirements. Maintains an awareness of requirements and changes within those assigned areas. Trains Audit staff to complete audits of mentioned areas.

8. Demonstrates the standards and principles of the Five Star Bank experience in every interaction with internal and external customers and associates. Incorporates the high performance behaviors of teamwork, leading by example and service in every facet of work.

9. This job description is not exhaustive. The Internal Auditor 2 may be required to perform other duties as assigned.

Job-Related Qualifications

Education:

Required: Bachelors Degree - Accounting, Finance or related business curriculum with at least 12 hours in Accounting

Preferred:

Prior Experience:

Required: 5+ years Type: Bank and/or Public Accounting Audit Experience

 Preferred: 8+ years Type: Bank and/or Public Accounting Audit Experience

Licenses or Accreditation:

Required: One or more of the following:

- Certified Public Accountant (CPA)
- Certified Internal Auditor (CIA)
- Certified Bank Auditor (CBA)
- Certified Financial Services Auditor (CFSA)
- Certified Information Systems Auditor (CISA)
- Certified Community Bank Internal Auditor (CCBIA)
Preferred: Certified Public Accountant (CPA) or Certified Information Systems Auditor (CISA)

Competencies:

1. Able to effectively coach, mentor and develop staff in areas of expertise.

2. Is a self-starter and able to work independently; ensures work is accurate and completed in a professional manner.

3. Ability to positively interface and work well with all levels of staff and management (auditees and own department).

4. Possess a high level of understanding of audit theory and strong industry knowledge of bank and fee based products, services, policies and procedures.

5. Possess a working knowledge of relevant computer programs, ie. Microsoft Access, Word, Excel, core banking system and query.

6. Able to handle bank and client information and sensitive matters professionally and confidentially.

7. Able to manage multiple tasks and prioritize.

8. Possess exemplary writing skills.

Physical Requirements:

1. Able to regularly sit for prolonged periods of time

2. Extensive computer usage is required

3. Occasional travel within bank footprint

To Apply: go to https://www.five-starbank.com/about-careers.htm and click on the job posting to apply.
Internal Auditor

GateHouse Media LLC is seeking an Internal Auditor

Our business model is to be the preeminent provider of local content and advertising in the small and midsize markets we serve. GateHouse Media has close to 500 community publications and more than 250 related websites and seven yellow page directories. We serve more than 233,000 business advertising accounts and reach approximately 10 million people on a weekly basis. GateHouse Media provides an exciting and innovative working environment.

This opportunity is within the Internal Audit department in Pittsford, NY.

Depending upon qualifications and years of experience, candidates will be considered for either a Junior or Senior Internal Audit role.

Responsibilities

- Participate in internal audits of business and financial processes, auditable business units and change areas;
- Identify risks and evaluate adequacy of controls;
- Perform Sarbanes-Oxley 404 key control testing. Appropriately identify exceptions and communicate to audit team and management;
- Assist in control design evaluation for newly acquired entities;
- Propose useful recommendations for mitigating risk, improving processes, and/or implementing operational efficiencies;
- Draft internal audit reports of findings and recommendations;
- May work with external auditors to assist with the year-end financial statement audit

Requirements

- Bachelors Degree in Accounting or Finance required;
- CPA or CIA preferred;
- Sarbanes Oxley 404 compliance experience required;
- Strong working knowledge of auditing principles, practices and compliance standards;
- Strong verbal and written communication skills;
- Strong analytical skills;
- Interpersonal and relationship building skills;
- Newspaper experience helpful, but not required;
- Ability to travel domestically

We offer Health, Dental, Vision, Flexible Spending Accounts, Life Insurance and 401(k)

To apply, submit a cover letter and resume to: memmi@gatehousemedia.com